

Using Council Templates

Why:

The templates help you develop the habit to have your agenda in advance prior to the council. As a representative **you own a percentage of the standing agenda at every council meeting**. Use your vital council time effectively to help the committees you represent get the needed resources and priorities.

When:

Update your monthly template in advance with notes from the committees you represent during the month. As a bare minimum, update your template days before the council and send a copy to the chairperson.

Where:

The templates are available in the council access template area on the parish web site. If you have questions contact the office receptionist for help.

How:

If you have access to Microsoft Word use it. If you do not have access to Word, then print the available PDF file or obtain hard copies of the templates from the office to hand write your agendas.

SUGGESTION: Create a directory on your computer for your Representative Role. In that directory store your templates and filled out templates for each month.

Procedure:

1. **Do not open the template from the File Explorer or from a recent list.** (*you will be incorrectly editing the standard template*)
2. Open Word
3. Click New
4. In the upper left hand corner click New from existing template
5. Select the template name. Caution: It will have a **.dotx** extension. The next time you use Word/New the template will be listed in your previous templates.
6. Click Save to save the file with your pillar area and Month and Year as a .docx file *For example Stewardship March 2017.docx*
7. **SEND A COPY TO THE CHAIR PRIOR TO THE COUNCIL.** This way the chairperson knows in advance how much time you will need. **Your absolute minimum is 10 minutes.**

Standing Joint Agenda (90 minutes)

1. Opening Prayer 5 min
2. Previous Actions 5 min
3. Stewardship 10 min
4. Hospitality 10 min
5. Prayer 10 min
6. Formation 10 min
7. Service 10 min
8. Financials 10 min
9. Operations 10 min
10. Review Actions 5 min
11. Closing Prayer 5 min

Standing Pastoral Council (90 minutes)

1. Opening Prayer 5 min
2. Previous Actions 5 min
3. Stewardship 15 min
4. Hospitality 15 min
5. Prayer 15 min
6. Formation 15 min
7. Service 15 min
8. Review Actions 3 min
9. Closing Prayer 2 min

Standing Administration Council (80 minutes)

1. Opening Prayer 5 min
2. Previous Actions 10 min
3. Financials 30 min
4. Operations 30 min
5. Review Actions 10 min
6. Closing Prayer 5 min

Hospitality	Prayer	Formation	Service	Operations	Finance
Greeters	Praise Gathering	Adult	Sacristans	SOP	Budget
Coffee	Marian	Youth	Altar Servers	All Events	Revenue
Ushers	Charismatic	K-1-8	Eucharistic	Maintenance	Expenses
Information Booth	Intercessory	Bible Studies	Lectors	Call to Protect	Qtry Reports
Welcome Baskets	Retreats	Vac Bible School	Music	Food Handlers	
Follow up letters	Perpetual Adoration	Marriage	Altar Soc		
Pot lucks	Personal Commits	Women's/Men's	Care ministries(3)		
Picnic			Outreach SVDP		

Saint Anthony of Padua Council Representative Template

Representative:

Pillar Area:

Date: November 8, 2017

Topic examples: Name of Ministry, Committee, Project, Event

Description examples: Update, Proposal, Plan, Issue, Request, Question

Decision examples: Recorded after discussion: Agree/Disagree/Pending, decision description

Due Date: If a Decision or Action item was made

Topic	Description	Decision	Due Date